

MPG 1410.1

REVISION B

EFFECTIVE DATE: April 3, 2000

EXPIRATION DATE: April 3, 2005

MARSHALL PROCEDURES AND GUIDELINES

DA01

DOCUMENTATION AND DATA CONTROL FOR ORGANIZATIONAL ISSUANCES

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document contains sections pertaining to the control of Organizational Issuances from MSFC-P05.1 and supporting Centerwide Work Instructions and incorporates them into a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new MSFC reorganization.
Revision	B	4/3/00	Corrected References, modified definition and changed 2.1.8 to add requirement for Organizational Manager to appoint an individual to update the Master Custodian List.

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PREFACE

P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) establishes the responsibilities and procedures for identifying/defining, preparing, controlling, and dispositioning organizational issuances and data.

P.2 APPLICABILITY

This MPG applies to all MSFC organizational elements and to MSFC contractors working under MSFC procedures and instructions.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. MPG 1440.2, "MSFC Records Management Program"
- b. MPG 1410.2, "Marshall Management Directives System"
- c. MWI 1410.1, "Processing Marshall Management Directives"
- d. MWI 1280.4, "Quality System Deficiency Notice System"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 1410.1A dated August 16, 1999

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Applicable Document. Document called out in the body of an Organizational Issuance (OI) required to carry out the OI. Applicable documents can include customer and/or external documents.

1.2 Controlled Electronic Version. The electronic file accessible from the electronic library controlled by an organization. Thus, a copy printed from the electronic system is uncontrolled (although it may be correct).

1.3 Controlled Nonelectronic Version. The official controlled version of any document, not available through the Marshall Management Directives System Library or the electronic library controlled by an organization, is the one shown on the organizational Master List(s).

1.4 Correct Version. The version available full-text, or a version identical to this version, from the electronic library and/or all applicable versions cited on the master list(s) or the signed original document, or a copy identical to the signed original, cited on the Master List(s). In the case of external documents, the correct version is the one identified as correct by the Office of Primary Responsibility or Master List Custodians on the Master List.

1.5 Customer and/or External Documents. Documents, including standards and specifications, which come from an external source that are included as part of the Quality Management System. Examples include military specifications and industry standards.

1.6 Data. Electronic or written information (for example, information obtained during test programs) stored in a variety of media such as magnetic tapes, computer disks, data sheets, log books, real-time strip charts, photographs, video cassettes, etc. (i.e., the tape from analyses of microcircuits is data).

1.7 Document. Any statement or form in conventional/electronic media which presents policies, procedures, work instructions, instructional material, drawings, plans, specifications, requirements, handbooks, manuals, reports, standards, or other correspondence.

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1.8 Gender-Neutral Language. Terminology that eliminates, in compliance with Presidential memorandum, sex discrimination in the language of regulations, guidelines, and policies.

1.9 Guideline. A document used for reference; control of the document is not required.

1.10 Historical Document. Any obsolete or canceled document retained for historical reference.

1.11 Limited Applicability. Applies to marking/using superseded or obsolete documents; user must have documented authority to use previous/obsolete documents.

1.12 Maintaining Documentation. Providing storage, distribution, reproduction, document revisions, replacing documents in the field with the latest revisions, and disposition of obsolete and/or invalid documents (i.e., historical, limited applicability, reference, etc., documents) for Master List documentation.

1.13 Master List. Controlled list(s) of those documents which make up the Quality Management System, including applicable documents.

1.14 Master List Custodian(s). Individual(s) assigned to create and update an organization's master list(s) each time a document is added, revised, or canceled. A Master List Custodian Report is maintained in the MSFC Integrated Document Library under "Organizational Instructions."

1.15 Office of Primary Responsibility (OPR) Designee. The author, book-boss, or change package engineer from the developing organization(s) responsible for maintaining the accuracy and currency of the document/data from baseline release through all follow-on actions.

1.16 Organization (Org). Generic term used to describe an MSFC Organization, Program/Project, Directorate, Department, Group, or Team.

1.17 Reference Document. A document used as a guideline; control of the document is not required.

1.18 Repository. A central, accessible location in an organization for storing and controlling documents and data.

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1.19 Revision. Any change, modification, or newly edited version of a document.

1.20 Organizational Issuances (OIs). OIs provide detailed instructions for internal use within an organization. OIs may apply to two or more organizations if issued jointly by heads of the organizations involved. OIs are not a part of the Marshall Management Directives System. OIs include, but are not limited to, organizational work instructions (OWIs), processes, procedures, memoranda, and organizational forms.

1.21 Uncontrolled Copies. Copies printed from the Master List system or copies of the signed original document.

1.22 User. Any person who uses or refers to any document during the performance of a specific task.

2. RESPONSIBILITIES

2.1 Organizational Manager. The Organizational Manager, or designated personnel, shall:

2.1.1 Ensure that instructions for control and issuance of the baseline, changed, revised, and canceled organizational issuances (OIs), and other documents and forms within the organization are documented in accordance with this MPG and MPD 1280.1.

2.1.2 Ensure that an OPR Designee is designated for each organizational document. More than one person may be assigned to assist with document activity.

2.1.3 Ensure that OIs are not used to cover matters involving working conditions of MSFC employees without prior concurrence of the Manager, Human Resources Department.

2.1.4 Ensure that personnel are assigned to review for adequacy, prior to issue for use to perform work, all OI documentation/data.

2.1.5 Ensure pertinent background information is provided for review and approval of any revisions and cancellations prior to issue for use to perform work. This review will be by the same functions/organizations that performed the original review and approval, unless specifically designated otherwise; retain objective evidence.

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2.1.6 Review for adequacy and act as the approving authority(ies), or designate personnel, for the baselines, any subsequent changes or revisions, and cancellations of assigned documents/data prior to issue for use to perform work.

2.1.7 Establish master list(s) that provide, as a minimum, the following five (5) items of information for approved OIs:

2.1.7.1 Unique document number

2.1.7.2 Revision level of the correct version

2.1.7.3 Document title/subject

2.1.7.4 Effective date

2.1.7.5 OPR organizational code or proper identification

For each applicable document invoked by an OI, organizational master list(s) will provide, as a minimum, the following three (3) items of information:

a. Unique document number

b. Revision level of the correct version, or a pointer to the location where the revision level of the correct version or the correct version itself may be found

c. Document title

Draft documents will be marked clearly as drafts and will not be included on the same master list(s) as approved documents.

The document location, either physical or electronic, at which users will retrieve the correct version may be included on the master list(s).

In electronic master lists, a direct electronic (hypertext) link to the correct document or its controlling master list may be provided and is preferred.

2.1.8 At each Department and Office level or above, appoint an individual with the responsibility to provide information regarding Master List Custodians for the organization in accordance with MWI 1410.1.

2.1.9 Provide readily available master list(s) to users to

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preclude the use of invalid and/or obsolete documents.

2.1.10 Provide availability of pertinent issues of documents/data where work is being performed.

2.1.11 Where previous/obsolete versions or multiple versions have applicability, clearly identify the intended use of each version (e.g., on the Master List, on the document, in a memorandum, task agreement, contract, etc.).

2.1.12 Ensure invalid and/or obsolete documents are removed from points of issue or otherwise assure against unintended use.

2.1.13 When time criticality of information in an electronic-based document warrants, ensure backup of the correct version(s) will be readily available in contingency situations.

2.1.14 Perform reviews of controlled documentation/data at least once a year, or at intervals less than a year as deemed necessary, to ensure documents/data are current. Documentation of these reviews are quality records.

2.2 OPR Designee. The OPR Designee will:

2.2.1 Identify, prepare, and review document(s), changes or revisions thereto, and cancellations for assigned documents. Where feasible, the nature of the change will be identified in the document or in an attachment.

2.2.2 Ensure the use of gender-neutral language.

2.2.3 Ensure that all documents provide the following information:

2.2.3.1 Unique document number

2.2.3.2 Revision level

2.2.3.3 Document title/subject

2.2.3.4 Effective date

2.2.3.5 OPR organizational code

2.2.3.6 Approving authority (For electronic documents, approving authority is recorded in the electronic database; for nonelectronic documents, signature is required.)

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2.2.3.7 Identify quality records and retention times within the document as specified in MPG 1440.2.

2.2.4 Ensure that documents under their responsibility are reviewed by affected organizations.

2.2.5 Ensure pertinent background information is provided for review and approval.

2.2.6 For nonelectronic documents, create and maintain distribution list(s) or documented records of distribution, updating as required.

2.3 Master List Custodian(s). The Master List Custodian(s) will:

2.3.1 Maintain master list(s) as assigned by the Organizational Manager(s).

2.3.2 Promptly remove from the Master List(s) invalid and/or obsolete documents.

2.4 Repository. The Repository shall:

2.4.1 Maintain repository for officially controlled organizational documentation.

2.4.2 Maintain documents readily accessible for users.

2.4.3 Provide hard copies upon request.

2.5 Any Person. Any person may document a problem with an OI. Such problems should be forwarded directly to the responsible OPR Designee. If an OI problem is believed to be generic, i.e., it is believed to have the potential to affect other organizations' processes or instructions, a Quality System Deficiency Notice should be initiated in accordance with MWI 1280.4.

2.6 Users. Users will:

2.6.1 Verify correct version of a document is used in the work being performed by checking revision status on the applicable Master List, unless superseded by contractual arrangement, customer agreement, or other authority.

2.6.2 Have documented authority to use previous/obsolete

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documents to perform work.

2.6.3 Comply with one of the following to assure against unintended use of any previous/obsolete version of any document within the MSFC Master List system:

2.6.3.1 Destroy the document, OR

2.6.3.2 Mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf), OR

2.6.3.3 Otherwise suitably identify (e.g., via explanation).

3. PROCEDURE

<u>Actionee</u>		<u>Action</u>
	3.1	DOCUMENT CONTROL
Org Manager	3.1.1	Documents the organizational controls and issuance of baseline, changed, revised, and canceled work instructions, documents, and forms consistent with this MPG and MPD 1280.1. Format for organizational issuances (OIs) is optional; however, organizational managers are encouraged to use the template for OIs at this URL: http://starbase.msfc.nasa.gov:8000/directives/
Org Manager	3.1.2	Establishes master list(s) and provides master list custodian information per MWI 1410.1.
Org Manager	3.1.3	Assigns an OPR designee for each OI.
OPR Designee	3.1.4	Identifies, prepares, and reviews document(s), changes or revisions thereto, and cancellations for assigned documents.
OPR Designee	3.1.5	Ensures pertinent background information is provided for review and

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Master List Custodian(s)	3.1.6	approval of baseline, revised, and for cancellation of assigned documents. Maintains Master List(s) of OIs, applicable documents and document information.
Users	3.1.7	To assure against unintended use of any previous/obsolete version of any document within the MSFC Master List system (including OI Master Lists), comply with one of the following: <ul style="list-style-type: none"> a. Destroy the document, <u>OR</u> b. Mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf), <u>OR</u> c. Otherwise suitably identify (e.g., via explanation).
Users	3.1.8	Verify correct version of a document is used in the work being performed by checking revision status on the Master List, unless superseded by contractual arrangement, customer agreement, or other authority.
Users	3.1.9	Ensure authority to use previous/obsolete documents to perform work is documented.
	3.2	DATA CONTROL:
Org Manager	3.2.1	Establishes instructions for controlling data consistent with this MPG and MPD 1280.1.
	3.3	REQUESTS FOR DOCUMENTATION/DATA:
Any Person	3.3.1	May request copies of OIs, other documents and forms from the repository.

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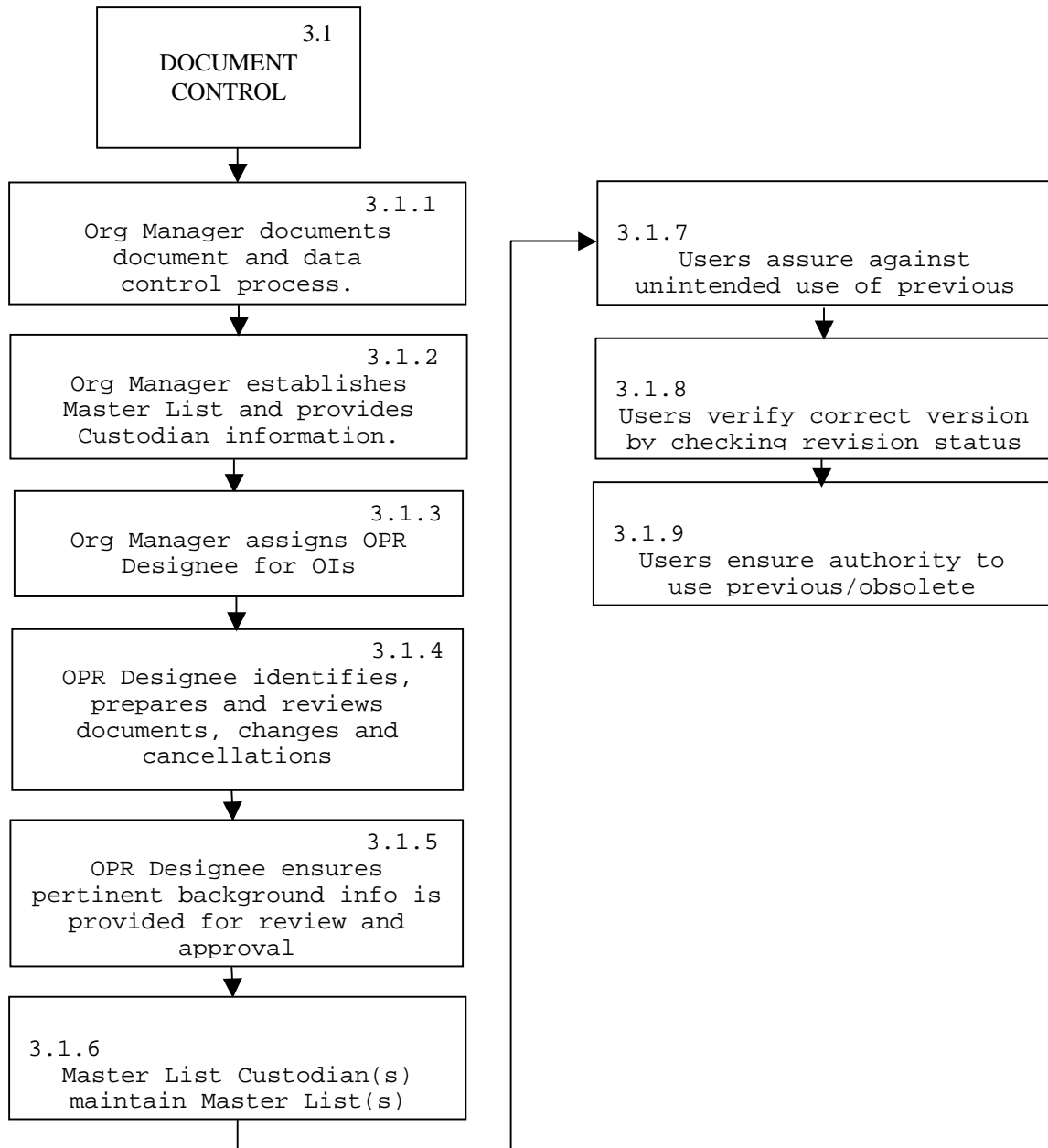
Repository 3.3.2 Respond to the request.

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4. RECORDS

None

5. FLOW DIAGRAM



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